

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 38504, dated March 15, 2010 for the Mississippi Department of Information Technology Services (ITS)

From: David L. Litchlitter

Date: April 12, 2010

Subject: Responses to Questions Submitted and Clarifications to Specifications

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The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: I noticed that the proposals for this effort are due on April 28th with the work beginning on July 1st. With there being a lot of time between those 2 dates, it may be tough for us to retain the availability of our 2 proposed consultants for that period of time. Are you flexible with accepting substitutes in case one or both of our consultants are no longer available come July 1st?

Response: No substitutes will be allowed.

Question 2: Is this a renewal for an existing contractor/incumbent in place @ ITS OR is this a complete NEW position? Is there a reason the position is open?

Response: There is an existing contractor providing these services to ITS.

Question 3: Would the Consultant need to be on call or on beeper duty at any time?

Response: Refer to Item 8.3 of LOC Number 38504.

Question 4: Is the project initially for 12 months long? If, yes any chance of extension beyond the initial 12 month project duration?

Response: Refer to Item 8.1 of LOC Number 38504.

Question 5: If there are any training related to the project for the CONSULTANT provided, who pays for the COST?

Response: If training specific to the project is requested by ITS, then ITS will incur the cost. The proposed candidate must possess working experience in the required technical and business skills at the time the Vendor's response is submitted. ITS will not pay for training as it relates to the required skill set.

Question 6: Is there a budget or rate range already established for this position?

Response: No. However, all State Agency budgets are considered public record and may be viewed at www.dfa.state.ms.us.

Question 7: Can the requirement for Item 1.2 be met by supplying a single "ACKNOWLEDGEMENT/AGREED" for the attached Standard Professional Services Agreement, Attachment C. Or is it required that each Article in the attachment have a response of "ACKNOWLEDGEMENT and/or AGREED"?

Response: Yes, a single Acknowledgement/Agreed is acceptable for the entire Attachment C, Standard Professional Services Agreement.

Question 8: As per 5.2.1 - A copy of the proposed individual's degree must accompany the Vendor's proposal. Similarly 5.5.1.1 states A copy of the proposed individual's Master's degree must accompany the Vendor's proposal. What if the person has a degree outside the USA? Would you require the copy of their foreign degree certificate?

Response: Yes. ITS requires the documentation outlined in these referenced specifications.

Question 9: If a person does not have a BS degree do additional 4 years of experience can be used as a substitute. Similarly can 2 more years of exp be a substitute for a MS Degree?

Response: Yes, at the State's discretion. A Master's degree is not a requirement of LOC Number 38504; therefore, substitutions will not be accommodated. Refer to Item 5.2.2 of LOC Number 38504.

Question 10: What version of Lotus Notes, Microsoft Access and SQL server is being used at the Dept?

Response: Lotus Notes versions 6.5 and 8.5,
FoxPro for Windows 2.5, 2.6, 2.7,
Visual FoxPro 6.0, 7.0, 8.0 & 9.0,

**Microsoft Access 1997, 2000, 2003, 2007,
SQL Server 2000, 2005, 2008**

Question 11: As per 5.5.6 - Experience in the design, development, data integration and support of Licensing and/or Permitting applications. What Licensing and/or Permitting applications are being utilized in the current environment?

Response: **Legacy applications developed by ITS.**

Question 12: How many CONSULTANTS with these skills in TOTAL are you seeking?

Response: **Refer to Item 7.1 of LOC Number 38504.**

Question 13: What are we expected to input for the column named "FUNCTION" in Attachment A?

Response: **ITS expects the proposed individual's title (e.g., Programmer) in this column.**

LOC responses are due April 28, 2010, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Tangela Harrion at 601-359-2612 or via email at Tangela.Harrion@its.ms.gov.

cc: ITS Project File Number 38504